Emergency contact form

Keep this form with you during your visit

In the unlikely event of an emergency during your visit we will follow the emergency procedure below:

- Before leaving school, ensure you have the name and mobile phone number of every adult who's coming on the trip.
- When an alarm sounds at MOTAT, gather your children and stay where you are until given instructions by a MOTAT staff member. You will be instructed to return to your meeting place if it is safe to do so, otherwise alternative instructions will be given.
- Contact the adults in charge of your students and pass instructions on to them.
- Once your group has gathered please complete a roll call and report back to your Educator.
- Be prepared to contact your bus company to arrange an early pick up if a site wide evacuation is required.

Bus company details:	
Adult helper's name	**Mobile Phone Number**